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1 November 1961

MEMORANDUM FOR THE RECORD

SUBJECT: A Meeting with Acting Chief, Administrative Staff, OL,
Regarding the Inspector General's Comments about
Continuity in the Planning Staff, OL

1. The undersigned, representing the Planning Staff, OL, met
with the Acting Chief, Administrative Staff, Mr. [REDACTED]
and the Personnel Officer, Mr. [REDACTED] office, 25X1A9a
between 1100 and 1130 hours, this date. The purpose of the meeting
was to discuss the status of actions taken, or to be taken, pursuant
to the Inspector General's recommendation that more continuity of
experience in the Planning Staff should be provided by the Director
of Logistics.

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2. Mr. [REDACTED] explained that there is a plan designed to satisfy 25X1A9a
this recommendation, and that the feeling has been that there has been
no compulsion or necessity to formalize it; other OL elements have
similar problems. Mr. [REDACTED] further stated the plan had developed 25X1A9a
out of conversations with the Director of Logistics and members of his
staff and other conversations had with the Personnel Officer and the
Career Management Officer, Mr. [REDACTED] Briefly, the plan consists of 25X1A9a
the following:

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a. Future assignments for full tours of duty as members of
the Planning Staff, insofar as possible, will be made from among
senior generalists in the career logistics field with a rating of
not less than GS-13.

b. The Personnel Officer and the Career Management Officer,
in their review of personnel files of individuals, are constantly
keeping in mind the necessity of identifying individuals who have
the skills and attitudes required in Planning Staff work, or who
possess incompletely developed skills and attitudes required.

c. Rotational training requirements will be made from the
Development Complement without encumbering the Table of Organ-
ization of the Planning Staff, when such Development Complement
incumbents can be identified as having a potential for Planning
Staff duties. Such assignments will be made for purposes of
training and evaluating the selected individuals, and will be
for approximate periods of time to be established at the time
each such assignment is made.

JOB NO. [REDACTED] FILE NO. [REDACTED] NO CHANGE
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REV CLASS C/ REV COORD. [REDACTED]

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d. The Career Service Board, OL, is renewing its effort to improve development of its careerists by identifying likely candidates for developmental assignments to the Planning Staff and other OL elements.

3. Mr. [REDACTED] further stated that this particular problem, as it pertains to the Planning Staff, has not been made a subject of formal discussion by the Logistics Career Service Board, but that discussions at Board Meetings had bordered on the matter. While the subject could be made a matter for Career Board discussion, there appears no need for such action at this time.

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Coordinated "in draft" with:
Acting Chief, Administrative Staff, OL
Personnel Officer, OL

[REDACTED]
Planning Staff, OL

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OL/PS/P&C: [REDACTED]

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